

Public Safety Branch  
Fire Group  
Fire Medical Series

**FIRE MEDICAL LIEUTENANT**

10/02 (JAS)

**General Summary**

Under direction, supervise assigned medical services field operations, or an assigned administration, safety, communications, operations, hazardous material (hazmat), Combined Search and Rescue (ComSAR) unit.

**Typical Duties**

Perform functions to coordinate designated medical services units engaged in field operations. Involves: plan and direct activities of medical personnel on an assigned shift within a specified district. Respond to emergency calls and other incidents such as mass casualty and other specialized medical incidents; taking charge of medical care and related operations at a scene upon arrival. Oversee and personally provide advanced level in-field patient care at multiple incidents as necessary. Issue replacement controlled substances to paramedics. Monitor private ambulance service contracts. Maintain emergency scene security. Investigate discrepancies with billing agency, complaints, incidents and accidents, and document findings. Ensure ambulance and medical service other specialty vehicles and equipment are functional and, if necessary, repaired and maintained. Monitor inventory of medical and other re-usable supplies and equipment in ambulances and stations. Inspect ambulances and other equipment. Review crew documentation for completeness and accuracy. Ensure assigned units operate according to established guidelines. Participate in administrative and education meetings, and emergency preparedness exercises. Provide operational support to medical records program. Perform payroll and budgeting tasks. Act as instructor, evaluator or preceptor.

Perform assigned Safety Officer functions. Involves: Oversee Medical Services safety activities which includes initiating immediate action to halt unsafe practices. Inspect ambulances, equipment and stations for safety problems. Recommend safety policies to Fire Chief. Collaborate with other departments on multi-agency scenes to ensure safety needs are met.

Perform assigned medical Hazmat supervision functions. Involves: Direct hazmat team activities including medical surveillance, patient decontamination and contaminated patient care. Ensure medical team members receive and maintain required Hazmat certifications. Conduct training in conjunction with Training Division.

Perform assigned ComSAR supervision functions. Involves: Direct search and rescue operations. Recommend action to Incident Commander and execute operational aspects of plan. Conduct team training in conjunction with Training Division. Recommend equipment purchases and replacements to Fire Chief.

Under general supervision, engage in assigned fire fighting and prevention activities as qualified, if necessary. Involves: Respond to fire alarms with a company. Lay and connect hose. Hold nozzles and direct fog chemical or water streams. Raise and climb ladders. Use chemical lines and extinguishers. Forcible enter buildings. Ventilate burning buildings. Evacuate persons from danger. Hold life nets. Perform salvage operations. Participate in fire drills. Attend training classes. Perform general fire station maintenance work. Make minor property and equipment repairs. Wash, hang and dry hoses. Maintain, test and operate firefighting equipment and apparatus as required. Keep informed of fire hydrant locations, water system layouts, city streets and buildings. Investigate fire causes and make routine inspections of buildings and immediate surroundings for fire hazards. Observe compliance with the fire code and regulations. Note conditions constituting hazards and recommend corrections and re-inspect for compliance. Report fire code violations.

Supervise assigned personnel. Involves: Schedule, assign, instruct, guide, check and evaluate day to day work. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe working practices. Ensure adherence to applicable regulatory and departmental patient care and medical protocols and procedures. Prepare employee performance appraisals. Recommend leave approvals. Initiate disciplinary action. Counsel, motivate and maintain harmonious working relationships among subordinates. Arrange for or engage in employee training and development. Recommend staffing and employee status changes. Interview applicants and recommend selection.

Perform miscellaneous related duties such as those of absent co-workers to ensure continuity of operations. Involves: Prepare activity and administrative reports, complete forms and maintain accurate records including patient medical information, training and public education information, run and vehicle maintenance logs. Maintain unit medical supply inventory. Perform preventative maintenance and safety checks of vehicle and emergency equipment. Perform station or vehicle cleaning or maintenance duties as necessary including general cleanup, mopping, sweeping, yard work or other maintenance tasks. Attend periodic training to enhance skills, obtain and maintain certification.

**Knowledge, Abilities and: Skills:**

- Comprehensive knowledge of emergency medical service procedures and protocols such as advanced life support, CPR and other patient care techniques, and occupational hazards and safety precautions.
- Good knowledge of departmental policies, rules and regulations.
- Good knowledge of supervisory principles and practices.

- Good knowledge of City geography, landmarks and streets.
- Some knowledge of fire suppression methods practices and techniques, firefighting equipment operation, and fire extinguishing chemicals.
- Some knowledge of personal computers and software applications.
- Some knowledge of customer service or public service principles and practices.
- Ability to analyze situations accurately and adopt an effective course of action based on emergency situation and established procedures.
- Ability to make quick and accurate decisions in emergencies.
- Ability to provide emergency patient care at advanced life support levels.
- Ability to firmly and impartially exercise delegated authority to lead, motivate, train and evaluate assigned personnel
- Ability to resolve conflicts as required and refer employees to stress management programs as needed.
- Ability to establish and maintain effective working relationships with fellow employees, medical professionals, the public and officials from outside agencies.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to maintain records, including electronic medical records, and prepare reports.
- Skill in safe operation and care of a motor vehicle; computers and related software, medical and communication equipment.

***Other Job Characteristics***

- Frequent driving through city traffic under normal and emergency conditions
- Frequent exposure to various weather conditions and dangerous situations on emergency calls such as hostility and undiagnosed diseases.
- Occasional moving of very heavy objects (100 pounds or more) such as to lift and carry injured persons.
- Occasional climbing, lying down, stooping, kneeling and bending.

***Minimum Qualifications***

Education and Experience: A combination of five (5) years pre-hospital emergency medical experience in either the City of El Paso Fire Department or Emergency Medical Services Department including two and a half (2.5) years in the rank of Fire Paramedic, FMS EMT-Paramedic, or FMS Senior Paramedic

Licenses and Certifications: Texas Class "C" Driver's License or equivalent from another state. Possess at time of application and be personally responsible for maintaining while employed in this job class current state and local certification or credentialing as Emergency Medical Technician - Paramedic.

***Special Requirements***

- Meet applicable state health and safety code requirements and allied administrative regulations.
- Work other than standard workday or work week hours which includes being subject to call-back during non-working hours and mandatory overtime.

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Human Resources Director

Department Head